## POST-DEFENCE CHECKLIST

This checklist assists thesis students in completing all post-defence thesis requirements.

1. Sign the **Thesis Evaluation Agreement (TEA)** grading form. If the defence was physical, you will have signed this form after receiving your grade at the conclusion of your defence. If the defence was virtual, the Graduate Studies Coordinator will send you the form via email for electronic signature.
2. Complete all thesis revisions required by the examination committee.
3. Ensure that the thesis complies with the formatting requirements described in the Thesis Guidebook under *Thesis Formatting*.
4. Submit the revised thesis to the thesis supervisor, and to other examination committee members identified on the TEA, for final approval.
5. Once the final thesis is approved by the required committee members, complete the **Final Thesis Completion (FTC)** form, including signatures. If the thesis was recommended on the TEA as "acceptable as is", no committee member signatures are required.
6. Submit the final thesis and FTC to the Graduate Studies Coordinator for formatting compliance review. The Graduate Studies Coordinator will advise of any further necessary revisions. When the Graduate Studies Coordinator approves formatting, move on to next step.
7. Contact Librarian Qinqin.Zhang@twu.ca. Librarian Zhang will help you create an ARCA student account and will provide you with instructions for uploading a pdf version of your final thesis.
   NOTE:
   - Students must agree to the non-exclusive licensing agreement.
   - Abstracts must be limited to a maximum of 150 words.
   - Manuscripts with errors will be published, as is.
8. When the thesis is published, the Graduate Studies Coordinator will submit a Notice of Thesis Completion to the Office of the Registrar, depositing the thesis grade. The student and supervisor are copied on this email.
9. Submit a Degree Completion Verification form to the Office of the Registrar, to let the Registrar's office know that the student is ready for their graduation file to be audited.

## POST-DEFENCE PROCESS

The student is responsible for completing post-defence requirements, including any necessary revisions to their thesis, archival processes, and administration requirements required by the Office of Graduate Studies. Thesis completion requirements are met when:
- a student has completed the revisions required by the examining committee
- the student has submitted the final thesis together with the signed Final Thesis Completion form to the Office of Graduate Studies
- the Graduate Studies Coordinator has worked with the student to ensure correct formatting of the thesis
- the student has worked with the Librarian to create a student account in ARCA
- the student has uploaded their thesis into ARCA and approved the licensing agreement
- the Graduate Studies Coordinator has edited the metadata for the thesis, ensured copyrighting, and approved the thesis for publication
- the Librarian has published the thesis

POLICY: Thesis Administration (Master's) Policy (ED December 2022)